

California Housing Finance Agency Job Opportunity

Housing Finance Assistant Loan Document Reviewer Vacancy #146

Salary Range	\$3538-4300
Final File Date	Open until filled
Division	Homeownership Division, Loan Production Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Travel	None
Positions	Two
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on your application that your applying for Vacancy #146, Housing Finance Assistant.
Duties	<p>Under the general supervision of the Housing Finance Officer (SF), and the lead of the Housing Finance Associate (SF), the Housing Finance Assistant (Loan Document Reviewer) supports the efforts of the Homeownership Division's Loan Production Unit primarily by performing collateral and purchase document reviews. Duties include:</p> <p><u>Essential Functions</u></p> <p>25% Performs collateral and purchase document reviews for accuracy and coordinates loan purchases with the Accounting and Loan Servicing Departments. Reviewer is responsible for final input and accuracy of computer loan data. Incumbent is responsible for all decisions on the loan purchase approvals, suspensions and/or rejections subject to the final approving authority of the Loan Document Reviewer Team Leader.</p> <p>20% Assists the subordinate administrative staff, identifies, sorts and reviews incoming mail and pulls corresponding files for subordinated financing programs and re-files post closing collateral review loans after completion of the review process. Operates computer system, prints reports and compares computer data for accuracy. Processes other loan status changes as necessary, i.e. corrections, cancellations, etc. and answers detailed loan questions from lenders.</p> <p>20% Acts as a technical Advisor to subordinate Homeownership Program Department Staff, lenders and other parties on Homeownership policies, issues, procedures, programs, loans and mortgage insurance</p>

<p><i>creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>(including the guidelines for FHA, VA, conventional and private mortgage insurers.</p> <p>15% Researches, plans and performs analytical studies with regard to specific development of programs for loan processing and purchase procedures for inclusion in the Agency's Homeownership Program.</p> <p>15% Communicates with borrowers, staff, lenders or other interested parties to discuss programs and procedures and/or resolve complaints and issues.</p> <p><u>Marginal Functions</u></p> <p>5% Performs other duties as assigned.</p>
<p>3/21/2007 Updated: 4/26/2007</p>	